

XXI-1 Automated Payables-Introduction

The CALSTARS automated payables process is an automated transaction entry process used to post CALSTARS payment transactions. The process provides an automated option for recording a high volume of payment transactions to specific state organizations and large companies. It may be utilized for posting direct transfer payments to Department of General Services as well as accounts payable/claims filed transactions for Voyager and various telephone companies.

Use of the automated payables process is optional. Agencies may choose to use the process to generate transactions or may continue to manually key entries into CALSTARS.

The Department of General Services is the first vendor participating in the automated payables process. Other public and private organizations may be implemented in the future.

The purpose of this chapter is to provide an overview of the automated payables process. The chapters that follow describe the tables and process for each vendor.

TABLE FUNCTIONS OVERVIEW

The automated payables process uses two tables, one for assigning Uniform Codes Manual (UCM) Object Detail codes to services and goods provided, and the other for allocating vendor service costs to agency programs and organizational units. It also assigns costs by Agency Object as an agency option.

After the vendor invoice file is received by CALSTARS, the agency-maintained tables assign the accounting classification information with the appropriate level of agency detail for each invoice. These tables are uniquely named and configured for each vendor, as follows:

- ❖ **Vendor Services Table**—Assigns Object Detail information to each specific vendor service or goods purchased by an agency (also optional Agency Object).

CALSTARS maintains a statewide list of each vendor's services/goods along with the assigned UCM Object Detail codes. An agency may:

- Download this statewide list as its own agency table, or
- Download this statewide list and modify it, as desired, or
- Not download this statewide list, but enter the needed services codes manually into the agency Vendor Services Table.

- ❖ **Invoice Allocation Table**—Is used to allocate costs for each service/goods or group of services/goods to various Indexes, PCAs, and other classification details by percentage.

PROCESS FOR PAYABLES TRANSACTIONS OVERVIEW

The automated payables process begins with CALSTARS receiving an electronic file of invoice information from a large business or state agency. Using an agency's Vendor Services Table and Invoice Allocation Table for that vendor, CALSTARS creates financial transaction reports and/or batches when requested by the agency. Agencies should analyze the transaction reports to eliminate discrepancies between the vendor's data and their agency tables. When the agency is satisfied that the report information is acceptable, they can run the process to generate online accounting transaction batches. The batches of transactions are reviewed online and released by the agency to the nightly system update process. A chart of the process is shown below.

